

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)  
Food Distribution Program Nutrition Education (FDPNE) – FY 2012 Funding  
Request for Applications

**Applications must be received by November 11, 2011 close of business**

**(You may submit your application before this date if you wish)**

Submit Applications to:

Akua White, MS, RD  
Nutritionist  
USDA, Food and Nutrition Service  
Food Distribution Division  
3101 Park Center Drive, Room 508  
Alexandria, VA 22302  
Telephone: (703) 305-1126 Fax (703) 305-1410  
E-mail: [Akua.White@fns.usda.gov](mailto:Akua.White@fns.usda.gov)

Program Support Branch Main Telephone Number  
(703) 305-2662

**Important information for FY 2012! Please read all information carefully.**

**The information contained in this Request for Applications (RFA) and all of its attachments dictate the policy and regulations for the use of FDPNE administrative funds and the application evaluation process. Review all information carefully to ensure that you are aware of stipulations.**

**1. There are two types of applications:**

**a) New Applications from first time applicants or applicants not funded in FY 2011.**

- We strongly recommend using Attachment A to write your FY 2012 New Application. Instructions are included in the attachment.

**b) Renewal Applications from applicants who received funding in FY 2011. An agency that did not apply and receive funding in FY 2011 must submit a new application.**

- We strongly recommend using Attachment B to write your FY 2012 Renewal Application. Instructions are included in the attachment.

**2. The Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed) Guiding Principles at <http://www.fns.usda.gov/oane/menu/FSNE/FSNE.htm>, and SNAP-Ed Plan Guidance found at [http://snap.nal.usda.gov/nal\\_display/index.php?info\\_center=15&tax\\_level=2&tax\\_subject=250&topic\\_id=1240](http://snap.nal.usda.gov/nal_display/index.php?info_center=15&tax_level=2&tax_subject=250&topic_id=1240) form the basis for FDPNE nutrition and physical activity project funding. Components of this RFA reflect changes resulting from the publishing of the 2010 Dietary Guidelines for Americans. ITOs and SAs should consider these principles as they develop their FDPNE projects.**

**a) Please note that **physical activities** for FDPNE projects must conform to FNS guidance on physical education documented in the SNAP-Ed Plan for the purposes of FDPNE FY 2012, the SNAP –Ed Plan Guidance on physical activity education forms the basis for allowable tasks and activities. Tasks and activities that encourage physical activity must include a focus on the promotion of healthy eating behaviors related to your nutrition goal. Activities may include one-time physical activity demonstrations. Following are sections of the SNAP-Ed guidance. Read carefully. Follow these principles to plan for providing physical activity education.**

- The guidance stipulates that:
  - *“**Allowable** costs are limited to activities that educate about and promote physical activity, such as information and encouragement to exercise, a brief exercise demonstration, and referral to local resources.”*
  - *“The following form the basic principles of FNS policy on physical activity: Educational and program materials developed to promote and reinforce physical activity for all target audiences should include messages that link nutrition and physical activity, and the associated health benefits of active lifestyles.”*

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- *“FNS program cooperators are encouraged to coordinate with community, faith-based, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible and to make a listing of these resources available to Program eligibles.”*

3. **NEW! Selection of Goals: Programs may choose one nutrition goal only for FY 2012. In addition to a nutrition goal, you may select the physical education goal. You may select a maximum of three objectives for each goal. Additional goals and objectives will not be funded. Please write your application carefully.**
4. **A budget narrative is required. Evaluation of applications cannot occur if budget narratives are not included. Instructions and information for the budget narrative are contained in this RFA. The narrative provides an explanation for all funds requested on the budget form (SF 424A) and describes how those costs relate to the project objectives and proposed activities.**
5. **Qualifications of educators, speakers, consultants, and contractors. Any request to fund educators, speakers, consultants, and contractors in your application and budget narrative must include:**
  - a) Supporting documentation of their qualifications to provide the service;
  - b) The content of the presentation, provided by the educator, speaker, or consultant; and
  - c) Copies of current contract agreements or examples of current contract agreements used by the educator, speaker, consultant, or contractor.
  - d) Approval of budget requests cannot occur without this documentation.
6. **Budget justification, estimates, and documentation. Applications must provide current documentation that verifies costs or estimates of costs for budget requests. FNS will not consider the application for approval without this documentation.**
7. **Application Review: FNS will make one request to obtain missing documentation or sufficient clarification. The missing documentation will be due within 10 working days, or as directed. If FNS does not receive the information by the requested due date, it will not fund the item or activity.**
8. **Application Evaluation: A panel of FNS Staff will review and evaluate FY 2012 applications. For Renewal Applications, the panel will also review the approved FY 2011 application and FY 2011 Progress Report, a requirement for applying for renewal.**
9. **Questions? Use the contact information contained in this RFA to obtain clarification on applying for this funding.**

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Attachment I - Application Checklist (New Applications)

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## **GENERAL INFORMATION**

### **1. Introduction**

The USDA Food and Nutrition Service (FNS) expects to award additional administrative funding totaling approximately \$1 million in fiscal year (FY) 2012 for providing nutrition education to participants in the Food Distribution Program on Indian Reservations (FDPIR). Only Indian Tribal Organizations (ITOs) and State agencies (SAs) that currently administer FDPIR are eligible to receive these funds. FNS is seeking applications for funding to provide nutrition education services to FDPIR participants and potentially eligible participants underserved by Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed).

The goal of FDPNE funding is to support projects that enhance the nutrition knowledge of FDPIR participants and foster positive lifestyle changes for eligible household members, through intensive integrated nutrition education interventions.

### **2. Who May Apply?**

ITOs and SAs that administer FDPIR may apply individually or as a consortium of ITOs and/or SAs (e.g., as a region or a regional nutrition advisory council). If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs in the consortium. The lead agency is responsible, fiscally and operationally, for the management of the grant. A current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR) must submit the application. This means that applications that include the participation of ITOs that are under the administration of a State agency (i.e., certain programs in Montana, Nevada, North Carolina, North Dakota, and Oregon) must be submitted by the State agency that oversees those programs, or, in the case of consortiums, by an ITO that is a FDPIR allowance holder.

### **3. Project Collaborations**

**FNS encourages ITOs and SAs to consider collaborating with other ITOs or SAs, other FNS programs that serve FDPIR participants and other nutrition education providers when designing and implementing FDPNE projects.**

### **4. Project Director**

Designate a Project Director. A minimum 50 percent time commitment (more than one staff position can be combined to reach 50 percent) is required for the designated Project Director(s). The Project Director may be a current staff member. ITO applications may request funds to hire a staff person to perform this function **for the duration of the FDPNE funding period.**

### **5. Funding and Duration**

- a) Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when award approvals can occur or funds will be available.

Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have created a legal responsibility for the expenditure of funds, although actual payment (i.e., liquidation of the obligation) may not occur until later. For

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example, a contract for the purchase of food displays must occur on or before September 30, 2012; however, the actual payment of funds may occur after September 30, 2012. Liquidation of funds by December 30, 2012 is a requirement unless FNS grants an extension.

- b) FNS reserves the right to reduce or increase the amount of funds requested. FNS also reserves the right to cancel this RFA, in whole or in part, if funds are not available.
- c) While FNS expects to meet as much need as possible, availability, application quality, number of applications, and the total amount requested by all applicants determine award amounts. There is no minimum or maximum amount. Requests for \$250,000 or more should indicate whether the projects are separable into smaller components.
- d) The submission of an application does not guarantee funding.
- e) The Letter of Credit process, in the same manner as other FDPIR administrative funding, provides funding for approved FDPNE projects. The approved FY 2012 nutrition education project must be incorporated as an amendment to the ITO's/SA's Plan of Operation.

**6. Submission Due Date. The completed application package is due by close of business on November 11, 2011. The application may be submitted sooner**

- a) Submission of Application. Submit applications by any of the following methods:
  - **E-mail:** send the application to [tofdd-psb@fns.usda.gov](mailto:tofdd-psb@fns.usda.gov). **IMPORTANT!** The subject line of your e-mail should read, APPLICATION-FDNPE 2012. **Note: If you use this method, fax documents requiring authorized signatures to Akua White.**
  - **Fax the Application:** (703) 305-1410, Attention: Akua White
  - **Hand deliver or mail one original and two copies of your application to:**

Akua White, MS, RD  
Nutritionist  
Food and Nutrition Service,  
USDA, Food Distribution Division  
3101 Park Center Drive, Room 508  
Alexandria, VA 22302  
(703) 305-1126

If you choose to mail your application, FNS strongly suggests using a mail delivery service that guarantees delivery and allows you to track delivery to FNS.

Mailed applications must be ready for copying (i.e., single-sided, on 8 ½" x 11" paper, unstapled, and unbound, except for a paper or binder clip).

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**Questions:** Refer questions regarding this application to Akua White at (703) 305-1126 or Akua.White@fns.usda.gov or Stephanie Cooks at (703) 305-2741, Stephanie.Cooks@fns.usda.gov.

**FNS Regional Office staff members are available to provide technical and other assistance to ITOs and SAs in developing FDPNE applications.**

## **7. GENERAL APPLICATION TIPS**

**Please read this application package carefully and follow all of the instructions.**

- a) **It is highly recommended that you use Attachment A, New Application Template (Sample), or Attachment B Renewal Application Template (Sample), to document your FY 2012 FDPNE application. The templates are Microsoft Word documents that include instructions for completing the application.** You may type or paste text in the empty spaces as indicated.
- b) Limit the sections required for your application to the number of pages that follow:
  - ✓ The table of contents: one page
  - ✓ The organizational overview: one page
  - ✓ The project summary: one page
  - ✓ The project staff: one page
  - ✓ The detailed proposal: up to twenty pages
  - ✓ The evaluation: one page
  - ✓ The budget narrative and budget attachments: up to six pages
  - ✓ Attachments as needed
- c) **Address all areas that are required for the Application Content.**
- d) Include all required forms and make sure an authorized representative of your organization signs them.
- e) Use the Application Checklist (Attachment I or Attachment J) to help prepare your application.
- f) Go online to <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants for copies of all required forms.
- g) **Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when funds become available. Please keep this in mind when planning the timeline for your activities to begin. We suggest that you describe time periods for tasks and activities in relation to receipt of funding, for example, “one month following receipt of funding”.**

## APPLICATION REQUIREMENTS

- 1) **Target Audience.** FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR must be the target audience for FDPNE project activities.
- 2) **Avoid Duplication of Effort with SNAP-Ed (formerly known as Food Stamp Nutrition Education or FSNE.)** FDPNE funds cannot provide services supported by SNAP-ED; however, FDPNE funds may augment such services. Coordination with local SNAP-Ed projects is encouraged.
- 3) **Application Focus.** The focus of your FDPNE application must be:
  - a) To help FDPIR participants and potentially eligible participants establish healthful eating habits and a physically active lifestyle.
  - b) Science based nutrition education messages that are consistent with the 2010 Dietary Guidelines for Americans, the New Food Guidance System, and MyPlate.gov. Please refer to the USDA Center for Nutrition Policy and Promotion web site at <http://www.cnpp.usda.gov> for complete information on the Dietary Guidelines for Americans and MyPlate.gov.
- 4) **Required Goals: Your project must address one nutrition education goal as listed in a) below.** You may include a physical activity goal as listed in b), but this may not be your only goal. **Your project may include no more than two goals.**

***TIP:*** Choosing goals for your project. Use one of the following options:

*One nutrition goal, or  
One nutrition goal and the physical activity goal*

- a) **Nutrition Goals:** Your application must address one of the following nutrition education goals:
  - **Make half your plate fruits and vegetables;**
  - **Eat whole grains, or**
  - **Switch to fat-free or low-fat milk products**
- b) **Physical Activity Goal:** Your application may address this goal if you have selected one nutrition education goal:
  - **Increase physical activity and reduce time spent in sedentary behaviors as part of a healthy lifestyle**
- 5) **Culturally Appropriate Interventions.** Special consideration applies to culturally based nutrition education projects/interventions that have shown to be effective with Native American/Alaska Native populations.



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- 6) Allowable Activities and Services.** See Attachment E for examples of allowable activities and services.
- 7) Coordinating and Collaborating with Partners.** Nutrition education messages are more successful and have greater impact on recipients when delivered consistently through multiple channels. FNS encourages the ITOs and SAs to coordinate and collaborate with private, Federal, state, local, and tribal nutrition education providers to facilitate a collaborative and integrated nutrition education approach. These partners may include, but are not limited to the following programs and organizations:
- a) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) providers;
  - b) USDA's National Institute of Food and Agriculture (formerly known as the Cooperative State Research, Education and Extension Service);
  - c) Tribal or State Departments of Health or Education;
  - d) Indian Health Service (IHS);
  - e) Tribal Colleges;
  - f) State-level nutrition networks;
  - g) County or local chapters of health organizations (e.g., American Diabetes Association, American Heart Association, etc.);
  - h) Local nutrition education providers (such as SNAP-Ed);
  - i) Other SAs or ITOs; and/or,
  - j) Let's Move! in Indian Country.
- 8) Matching Funds.** ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part.
- a) The matching requirement may be satisfied by:
    - ITO or SA contributions, including:
      - i) Cash outlays made by the ITO or SA; and/or
      - ii) Non-cash contributions (e.g., the depreciation or use allowance on building space for the provision of nutrition education, when the ITO or SA owns the building at the time of the activity).
    - Third-party in-kind contributions, including:
      - i) The value of goods and services contributed to the ITO or SA by other non-Federal public entities and institutions for FDPIR; and/or
      - ii) The value of services rendered by volunteers (e.g., the use of volunteer dietetic interns to assist with nutrition education).
  - b) An ITO/SA that is unable to meet the required match rate of 25 percent must submit compelling justification to waive the match requirement, in whole or in part. Compelling justification submission must include the following:
    - Summary Statement. The summary statement must include more than an assertion that no other funds are available to the ITO/SA to operate the program. The ITO/SA must explain why the proposed budget amount is necessary for the effective operation of the program and why the Federal share of funding should be more than 75 percent. The summary statement should include the reasons why the 25 percent match cannot be met by the ITO/SA and how the accompanying

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financial documents support this position. The summary statement must be prepared by and/or cleared through tribal or state financial management staff.

- Supporting Financial Documents. The supporting financial documents should represent the financial status of the ITO/SA within the last two years, so that the FNS regional office can accurately assess the current financial situation of the ITO/SA. Acceptable supporting financial documentation includes, but is not limited to, the following:
  - A set of audited financial statements that includes all tribal/state enterprises;
  - If the ITO/SA has an audit requirement under OMB Circular A-133 and 7 CFR Part 3052, the most recent audit reporting package submitted under 7 CFR 3052.320;
  - A financial statement from the entity responsible for negotiating the Indirect Cost Rate on behalf of the ITO/SA.

Please refer to the “Terms and Conditions of Application Approval”, below, for instructions on reporting the match contribution.

***TIP: Document the match requirement clearly and calculate the match accurately.***

- 9) Allowable Use of Funds.** See Attachment D for allowable and unallowable administrative expenses.

### TERMS AND CONDITIONS OF APPLICATION APPROVAL

- 1) The awardee is responsible for the implementation of the approved application. For ITOs/SAs applying as a consortium, the lead agency must assume responsibility for the consortium’s compliance with these terms and conditions.
- 2) The awardee shall ensure that all expenditures paid under an approved FDPNE grant (whether supported by Federal or matching funds) are incurred for authorized activities. FDPNE funds must be managed in accordance with Federal administrative rules, regulations, and procedures as follows:
  - a) **EXPENDITURES:** ITOs/SAs must follow the Federal cost principles in Office of Management and Budget \*(OMB) Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments), the administrative requirements in USDA regulations at 7 CFR Part 3016, the suspension/debarment rules at 7 CFR Part 3017, the lobbying restrictions at 7 CFR Part 3018, the drug-free workplace requirements at 7 CFR Part 3021, and the audit requirements at 7 CFR Part 3052. If ITOs/SAs apply as a consortium, all consortium members must follow these requirements.
  - b) If an ITO/SA uses a university, not-for-profit organization, or for-profit organization as a partner in a FDPNE project, and the partner incurs costs that will be reimbursed by Federal or matching funds, the partner must follow the following Federal rules:

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- i) Universities must follow the Federal cost principles of \*OMB Circular A-21, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.
- ii) Not-for-profit organizations must follow the Federal cost principles of \*OMB Circular A-122, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.
- iii) For-profit organizations must follow the Federal cost principles of Part 31 of the Federal Acquisition Regulation (41 CFR section 1-15.2) for for-profit organizations. They must also comply with 7 CFR Parts 3017, 3018, and 3021.

\* OMB circulars are available online at [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)

- 3) In accordance with FNS Instruction 716-4 (find this instruction at [http://www.fns.usda.gov/fdd/forms/fns\\_instructions.htm](http://www.fns.usda.gov/fdd/forms/fns_instructions.htm)), the awardee may redirect funds between direct cost line items in their approved budgets to meet **unanticipated** needs as follows:
- a. When Transfers are Equal to or Less Than Ten Percent of Total Approved Budget. The awardee is not required to advise or request approval from the appropriate Regional Office when the cumulative transfers of funds among direct cost categories is equal to or less than ten percent of the total approved budget (regardless of the Federal share of the approved budget).
  - b. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is Equal to or Less Than \$100,000. If the Federal share of the approved budget is equal to or less than \$100,000, the awardee must advise the appropriate Regional Office when the cumulative transfers of funds among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget. This is for monitoring purposes only; Regional Office approval is not required.
  - c. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is More Than \$100,000. If the Federal share of the approved budget exceeds \$100,000, the awardee must obtain prior approval from the appropriate Regional Office when the cumulative transfers of funds among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget.
- 4) Following the close of the fiscal year, the awardee must return any unobligated funds to FNS no later than December 30, 2012. **Obligations incurred by September 30, 2012 must be liquidated no later than December 30, 2012 unless an extension has been granted by FNS.** Consortium members other than the awardee/lead agency will not report separately to FNS on their FDPNE expenditures (both Federal and matching), but rather shall report them to the lead agency so that the lead agency can prepare financial reports covering the entire consortium.
- 5) **Financial Status Report:** The awardee is required to report quarterly on the use of federal and tribal/state funds for FDPNE. Form SF-425, Federal Financial Report, is due 30 days after the end of each quarter for which funding is received. (For example January 30, April 30, July 30, and October 30.) A final report is due December 30, 2012. All matching contributions for the FDPNE grant must be reported on the SF-425.

In instances where the awardee is the lead agency of a consortium, the lead agency must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium **and** the total matching contributions of all members of the consortium.

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- 6) The awardee is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.
- 7) Reporting Requirements
- a) **Project Progress Report:** The awardee shall submit one written progress report to the Food Distribution Division Nutritionist (see contact information below). The award letter specifies the due date for the report. The report shall contain the short project summary provided in your original application, brief statements that document progress towards implementing tasks, and any barriers that may affect the outcome of objectives.
- b) **Project Final Evaluation Report:** A written final report is required. The report must contain an evaluation of the project. Submit the Final Report to the FDD Nutritionist (see contact information below) no later than 90 days after completion of the project. The report shall contain a project summary including, but not limited to, description of implementation and impact, a description of how the project met its goals and objectives, lessons learned, and future implications for the awardee. In instances where the applicant is a consortium, the lead agency shall compile the results from all funded ITOs/SAs into a single report and submit it to FNS.

Food Distribution Division Nutritionist:  
Akua White, MS, RD  
Food and Nutrition Service, USDA  
Food Distribution Division  
3101 Park Center Drive, Room 508  
Alexandria, VA 22302  
Telephone: (703) 305-1126  
Email: [Akua.White@fns.usda.gov](mailto:Akua.White@fns.usda.gov)  
Fax: (703) 305-1410

## NEW APPLICATION CONTENT INSTRUCTIONS

**We strongly advise applicants to use Attachment A, New Application Template (Sample) to prepare and submit a new application. You may write directly onto the sample template. The template is an easy-to-use format with pre-written goals, objectives, and detailed instructions to help you complete all required sections of the application.**

**NOTE: If you do not use the template, you must include items 1 through 9, below, in your application. The information must be included in the order documented below. Also, please include the name of the contact person, their email address, fax number, and phone number.**

## NEW APPLICATION CONTENT REQUIREMENTS

1. **Table of Contents.** Include a one-page table of contents.
2. **Organizational Information.** Include a short description of your organization that includes the following: information on administrative management, unique features of the Reservation or size and geographic location, health and social service programs provided for participants, and the number of FDPIR participants served monthly. Other appropriate information is a brief statement regarding the cultural beliefs or practices of the tribe, methods of delivering food packages to participants, current or past nutrition education efforts, and resources and partnerships available. Include **the number of FDPIR families and number of FDPIR participants served per month.**

**If the applicant is a consortium,** identify the member organizations of the consortium and add a short statement regarding how each consortium member will contribute to the project. The lead agency will be considered the awardees and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. Written agreements (e.g., Memorandum of Agreement) are required for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions performed by each partner, and any financial support each partner will provide.

3. **Summary.** Provide a short summary that describes the needs the project will address, summarizes the proposed activities, and identifies the intended outcomes.
4. **Project Staff.** Provide a list of staff who will work on the project and their responsibilities or job descriptions. Identification of a Project Director is required.
5. **Detailed Application.**
  - a) **Target Audience.** The target audience must be FDPIR participants or persons who are potentially eligible for FDPIR. Potentially eligible individuals include, but are not limited to, SNAP recipients residing in the area served by FDPIR who do not have access to SNAP services, persons who live in public housing on the reservation, or persons in the Tribal TANF office waiting area. **For each nutrition education activity, describe the audience who will participate in or benefit from the activity (for example, mothers, and children participating in FDPIR).** If an activity is geared to or will include potentially eligible individuals, describe the target audience so that it is clear to the reviewer that the audience meets the criterion of potentially eligible for FDPIR (e.g., A class on

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healthy cooking focusing on reducing sodium, sugar, and fat will be targeted to elderly residents of subsidized housing on the reservation).

- b) **Partners.** Provide a list of all organizations, agencies, or individuals who will provide or assist in the provision of nutrition education to the target audience. **Written agreements (e.g., Memorandum of Agreement) for all collaborative projects are required. A representative of each ITO/SA/organization participating in the collaboration must sign an agreement. The agreement should outline the duties/functions performed by each partner, and any financial support each partner will provide. Attach or fax agreements.**
- c) **Goals.** You must select one of the three pre-written nutrition education goals. You may select the physical activity goal in addition to one nutrition education goal. Approval will be granted for a maximum of two goals. See page 8 for the selection of approved nutrition and physical activity goals.

TIP: Attachment C shows an example chart for listing goals and objectives if you are not using the application template.
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- d) **Objectives.** Include one to three objectives for each goal. Objectives should be specific, measurable, and realistic (e.g., increase the proportion of participants knowledgeable about the importance of fruits and vegetables to good health by 15 percent; train 15 families on healthful snacking).
- e) **Tasks/Activities for each objective.** Describe each task/activity that you (or your partners) will perform while implementing your project (e.g., design a nutrition education activity; select participants for the activity; train staff to perform the activity; develop training materials).
- f) **Timeline.** Provide a timeline and list of key events/activities. (All FDPNE FY12 funds must be obligated by September 30, 2012 and liquidated by December 30, 2012.)
- Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have created a legal responsibility for the expenditure of funds.
  - Actual payment (i.e., liquidation of the obligation) may occur later. For example, a contract for the purchase of food displays must occur on or before September 30, 2012, however, the actual payment of funds may occur after September 30, 2012. Liquidate all obligations by December 30, 2012, unless FNS grants an extension. The application templates for New and Renewal applications provide a space in which you can enter your timeline.

**Note: Final approval of applications is subject to congressional appropriation of funds. FNS cannot provide assurances as to when approvals and funds will be available. Keep this in mind when planning the timeline for your activities to begin. Use time periods such as “one month after receiving funds”.**

6. **Evaluation.** Describe how you plan to evaluate your project. Include a description of how you will gather data to monitor progress toward meeting the project’s objectives. For example:

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- a) Collect data on the number of participants who attend a nutrition education class,
- b) Collect information on the number of participants who received nutrition education handouts, or
- c) Compare knowledge gained after participants take a class.

Internal evaluation is acceptable. There is no requirement for external evaluation and no need to hire consultants or specialists to perform the evaluation.

**TIP:** We strongly encourage you to **use the Sample Evaluation Chart (Attachment F) to document your plan. Submit the chart with your application.** The evaluation should focus on data that measure reaching the project's goals and objectives. For detailed information on evaluating projects, visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to obtain the Project Evaluation Guidance document.

## 7. Budget and Justification.

- a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.
- b) **Budget.** Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.
- c) **Budget Narrative.** Submission of a budget narrative is required. The narrative provides an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project.

**TIP:** We strongly recommend using **Attachment G, Budget Narrative Checklist**, to ensure that all information required is included in your narrative. Ensure that a clear and complete explanation is included for each budget item. We strongly recommend using the **Sample Budget Summary Chart (Attachment H)** to document the narrative of your budget requests.

- d) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

In instances when the cognizant agency has not acted to approve or modify an Indirect Cost Rate (ICR) proposal, but the ITO/SA can demonstrate that it submitted an ICR to the cognizant agency in

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a timely manner and the cognizant agency's failure to act was due to no fault of the ITO/SA, an interim ICR may be applied in the ITO's/SA's FDPNE application. However, the interim ICR may not exceed the ICR most recently approved by the cognizant agency.

If an ITO/SA has not submitted an ICR to the cognizant agency **or** the cognizant agency has not acted to approve or modify an ICR proposal, the ITO/SA may apply a default ICR equal to 10 percent of its direct labor costs (excluding overtime, shift or holiday premiums, and fringe benefits) in preparing its annual FDPIR administrative budget.

8. **Certifications.** Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

9. **Attachments.**

- a) **Copies of sub-grantee agreements (if appropriate)**
- b) **Copies of Memoranda of Understanding with partners (if appropriate)**
- c) **Other Supporting Documentation**



## RENEWAL APPLICATION CONTENT INSTRUCTIONS

**NOTE: If you did not receive funding for a FDPNE project in FY 2011, you must use the New Application for funding.**

Applying for renewal means you will continue a project in FY 2012 that you started in FY 2011. If you want to conduct a different project, you must submit a New Application.

Please be aware that reviews of FY 2011 proposals will determine suitability for renewal.

We strongly advise applicants to use Attachment B, Renewal Application Template (Sample) to prepare and submit a renewal application. You may write directly onto the sample template.

The template is an easy-to-use format that provides detailed instructions to help you complete all required sections of the application.

NOTE: If you do not use the template, you must include items 1 through 11, below, in your application. Document the information in the order listed below. You must include the name of the contact person, their email address, fax number, and phone number.

## RENEWAL APPLICATION CONTENT REQUIREMENTS

- 1) **Table of Contents.** Include a one-page table of contents.
- 2) **Organizational Information.** If the applicant is a consortium, identify the member organizations of the consortium and a short statement regarding how each consortium member will contribute to the project. Indicate clearly, who the lead agency is for the consortium. The lead agency will be considered the awardee and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. **(If the lead agency will be different for FY 2012, the consortium may still apply for renewal.** Written agreements (e.g., Memorandum of Agreement) are required for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions performed by each partner, and any financial support each partner will provide. **The number of FDPIR families and the number of FDPIR participants served per month must be included in this section (provide this information for each ITO consortium member).**
- 3) **Project Staff.** Provide a list of staff who will work on your nutrition education project in FY 2012 and their responsibilities or job descriptions. Identification of a project director is required.

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**4) Lessons Learned in FY 2011.** Provide information on what you learned in FY 2011 and what changes you would make, if any, to your project in FY 2012.

**5) Goals and objectives:**

- a) **Select one nutrition goal approved for your FY 2011 FDPNE project that you will continue to implement in FY 2012.** You may include a physical activity goal approved for FY 2011. **Your project may include no more than two goals.**

**Tip: You may refer to your FY2011 award letter to ensure that you are selecting one of the nutrition goals approved for FY 2011. Remember! Clarification requests to ITOs are limited for FY2012. Write your application carefully to avoid denial of funding for goals, activities, or budget items.**

- a) **Document the objectives (no more than three) for the nutrition goal(s) that you will continue to implement in FY2012.** If the project met all If the FY 2011 objectives, you may select or write new objectives.

**Tip: See Attachment C for guidance on writing objectives, if needed. Relate the objective (s) to your approved FY2011 goal.**

- b) **You may cut and paste text from the application submitted for FY2011.**

**6) Tasks/Activities.** Describe each task/activity that you (or your partners) will perform during the implementation of the project in FY 2012. You may use the same tasks, related to your approved FY 2011 goal, or submit new tasks for FY 2012. (For example, a new nutrition education activity; select participants for the activity; train staff to perform the activity; develop training materials). Explain, briefly, how the tasks will meet your goals and objectives.

**7) Timeline.** Submit the new timeline for your FY 2012 tasks and activities.

**8) Evaluation.** Describe your plan for evaluation, including a description of how you will gather data to monitor progress toward meeting the project's objectives. **We strongly recommend using Attachment F to document your evaluation.**

**9) Budget and Justification.**

- a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.

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- b) **Budget.** Use the Standard Forms (SF) 424, 424A, and 424B to prepare a budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. **Remember, a budget narrative is also required.**
- c) **Budget Narrative.** A budget narrative is required. The narrative provides an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities.

***TIP:** We strongly recommend using Attachment G, Budget Narrative Checklist, to ensure that all information required is included in your narrative. Provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project. Use the Sample Budget Summary Chart (Attachment H) to document the narrative of your budget requests.*

- b) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

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If an ITO/SA has not submitted an ICR to the cognizant agency or the cognizant agency has not acted to approve or modify an ICR proposal, the ITO/SA may apply a default ICR equal to 10 percent of its direct labor costs (excluding overtime, shift or holiday premiums, and fringe benefits) in preparing its annual FDPIR administrative budget.

- 10) **Certifications.** Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

11) **Attachments.**

- a) Copies of sub-grantee agreements (if appropriate)
- b) Copies of Memoranda of Understanding with partners (if appropriate)
- c) Other Supporting Documentation

**Note:** Final approval of applications is subject to congressional appropriation of funds. FNS cannot provide assurances as to when approvals and funds will be available. Keep this in mind when planning the timeline for your activities to begin. Use time periods such as “one month after receiving funds”.

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**SELECTION CRITERIA and SCORING OF APPLICATIONS**

The following selection criteria and weights evaluate the merit of New and Renewal applications.

- 1) **Project Design and Implementation** (40 points)
  - a) The goals and objectives are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for selecting goals and objectives.
  - b) Tasks are reasonable and appropriate for proposed objectives.
  - c) Timeline appears reasonable and feasible given proposed activities.
  - d) The evaluation plans is sufficient to determine whether project met its goals and objectives.
- 2) **Budget Appropriateness** (30 points)
  - a) **The budget narrative is included. It provides all of the details needed on the calculation of costs, how funds will be spent, and for what activities. Appropriate justification documents are included.**
  - b) The budget is consistent with the project objectives and proposed activities.
  - c) Funding requested is economical and reasonable in relation to the proposed scope and effort of the proposed project.
- 3) **Need, Originality, Creativity, and Cultural Appropriateness** (30 points)
  - a) The ITO/SA demonstrates a need for the proposed project.
  - b) Proposed project is original and creative.
  - c) A description of the cultural relevance of the nutrition education approach is included.

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**LIST OF ATTACHMENTS**

Attachment A	New Application Template (Sample) - Type directly onto this template.
Attachment B	Renewal Application Template (Sample) - Type directly onto this template.
Attachment C	Guidance and Samples: Writing objectives, List of acceptable objectives, and Documenting Goals, Objectives, and Tasks
Attachment D	Allowable and Unallowable FDNPE Administrative Expenses
Attachment E	Examples of Allowable FDPNE Activities and Services
Attachment F	Sample Evaluation Chart - Type directly onto this chart
Attachment G	Budget Narrative Checklist
Attachment H	Sample Budget Summary Chart - Type directly onto this chart
Attachment I	New Application Checklist
Attachment J	Renewal Application Checklist